



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1-7-82	1. Agency Address Georgia Bureau of Investigation Internal Affairs Office 1001 International Blvd. Suite 800 Atlanta, GA 30354	Application Number <b>75-160-A</b>	
Application Number		Date Received <b>JAN 11 1982</b>	Date Completed <b>JAN 21 1982</b>
2. Person to Contact Inspector D. C. Ghormley		Working Title Inspector	Telephone Number 767-0874
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <b>75-160</b> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 7-1-74        Present		5. Records Series Title (followed by title used in office, if different) Inspection Report File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The GBI provides crime prevention and criminal investigation services to local law enforcement agencies and to the Executive Branch of Government. The Internal Affairs office conducts inspections of all Regional Offices and Headquarters Squads to insure that all Bureau policies and procedures are being carried out and to promote efficiency and economy; conducts security investigations within the Bureau.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Inspecting Regional offices and Headquarters Squads.  Included are: Automobile Inspection Reports (GBI 002 5-74); and reports of the inspections of Regional offices and Headquarters Squads.  File is arranged numerically by Region and alphabetically by name of squad; thereunder chronologically by date of inspection.  File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                      |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ 5 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ 5 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.         |

Attach copy or excerpt of laws or regulations. Explain administrative need.

For analytical purposes.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
X <i>E. J. [Signature]</i>	1-7-81	<i>Lavon Hyde</i>	1-7-82
<div style="display: flex; justify-content: space-between;"> <div> <p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> </div> <div> <p>State Records Committee (Signature)</p> </div> <div> <p>Date</p> </div> </div>			
State Auditor/Designee	<i>[Signature]</i>	<i>[Signature]</i>	1-19-82
Secretary of State/Designee	<i>[Signature]</i>	<i>Carroll Hart</i>	1-18-82
Attorney General/Designee	<i>[Signature]</i>	<i>[Signature]</i>	1-19-82



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>5/27/75</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b>	
2. Agency Application No.		Date Received <b>JUN 17 1975</b>	Application No. <b>75-160</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Bureau of Investigation Inspections Unit 1001 International Blvd., Suite 800 Maconville, Ga. 30354</b>		4. Person to Contact <b>Inspector W. N. Darsey</b>	Date Completed <b>JUL 16 1975</b>
		5. Working Title <b>Chief of Insp. Unit</b>	6. Tel. No. <b>766-0903</b>

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>7/1/74 to Present</b>	9. Exact Series Title <b>Inspection Report File</b>
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10. What is the function of the office in which this record series is created?

The GBI provides crime prevention and criminal investigation services to local law enforcement agencies and to the Executive Branch of Government. The Inspections Unit conducts inspections of all Regional Offices and Headquarters Squads to insure that all Bureau policies and procedures are being carried out and to promote efficiency and economy; conducts security investigations within the Bureau.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Inspecting Regional Offices and Headquarters Squads.

Included are: Automobile Inspection Reports (GBI 002(5/74)); and reports of the inspections of Regional Offices and Headquarters Squads.

File is arranged: Numerically by Region and alphabetically by name of squad; thereunder chronologically by date of inspection.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	2	1 1/2		2	3
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)	
				7	
				This Year's	Last Year's
				Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES		

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?<br>Findings of these reports often initiate agency policy and procedure. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 18. Could the function be performed if the files were lost or destroyed?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

**For Analytical Purposes.**

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 2 year(s):  
☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 3 year(s):  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Jackie Brannon</i>		Date <u>5/21/75</u>	OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>E.P. Peters</i>		<u>5/21/75</u>	
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dyer</i>		<u>7-11-75</u>	
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carole Hart</i>		<u>7-9-75</u>	
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>R. M. Thell</i>		<u>7-11-75</u>	

STATE RECORDS  
COMMITTEE